



Name: \_\_\_\_\_

# RISING STARS: DEAR EDWINA MAINSTAGE: FOOTLOOSE Registration and Financial Commitment Form

**Please check:**

Returning Student [ ]    New Student [ ]    Edwina [ ]    Footloose [ ]

**Returning Student Information Verification**

Returning students FILL IN CURRENT AGE AND GRADE; then skip to page 2 of this form AND parents please verify your information is current with POPs Administration on the day of auditions.

**New Student Information**

Student Name: *(last)* \_\_\_\_\_ *(first)* \_\_\_\_\_ *(mi)* \_\_\_\_\_

Age: \_\_\_\_\_ Birthday: \_\_\_\_\_ Food Allergies \_\_\_\_\_

Address: \_\_\_\_\_

Student Email: \_\_\_\_\_

Student Cell Phone: \_\_\_\_\_

School District: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

**Parent/Guardian Information**

Mother/Guardian: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mother Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mother Email: \_\_\_\_\_

Father/Guardian: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Father Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Father Email: \_\_\_\_\_

## **AUDITIONS/ REHEARSAL TIMES AND LOCATIONS**

### Auditions -

**Rising Stars (ages 10 – 13)** have vocal auditions on January 30 from 5:30 – 9:30 pm (Group 1) **OR** Feb. 1 from 4 – 6 pm (Group 2) **and** dance auditions on Feb. 4 from 9 – 10 am (everyone) in Hermosa Beach Community Center Room 5. Pick an audition group by emailing **michelle@puttinonproductions.com**. Group 1 mandatory parent meeting is from 5:00 pm – 5:30 pm and Group 2 mandatory parent meeting is from 5:30 – 6 pm in Classroom 10 at Hermosa Community Center, 710 Pier Ave., Hermosa Beach. Callbacks will be on February 4 from 11:15 – 2:30 pm in Classroom 5 at Hermosa Community Center.

**Mainstage Players (ages 14 – 20)** have vocal auditions on Feb. 1 from 6 – 9 pm and dance auditions on Feb. 4 from 10– 11 am (**you must attend both**) at Hermosa Beach Community Center Classroom 5 with a mandatory parent meeting from 6 – 7 pm on Feb. 1. Callbacks will be on Feb. 4 from 3:00 – 5:00 pm in Classroom 5 at Hermosa Community Center. You must e-mail **michelle@puttinonproductions.com** for an audition slot.

Regular rehearsals for Rising Stars and Mainstage Players will be held from 1 – 5 pm beginning on Sunday, Feb. 5 at Hermosa School of Dance & Music, 1151 Aviation Blvd., Hermosa Beach, CA 90254 and on Wednesdays (see below). **In addition, Mainstage leads will rehearse from 5 – 7 pm on Sundays.**

Wednesday rehearsals for Rising Stars from 4 – 6 pm and for Mainstage Players from 6 – 9 pm are mandatory for all cast members. Occasionally, certain scenes rehearsed on Wednesdays will require only certain cast members. **HOWEVER, ALL CAST MEMBERS MUST BE AVAILABLE TO ATTEND EVERY WEDNESDAY.** A list of cast members who need to attend on Wednesdays will be posted on the POPS website at 6 pm each Monday. Wednesday rehearsals will be held in classroom 5 or 10 at Hermosa Beach Community Center, 710 Pier Ave., Hermosa Beach, CA 90254.

**Tech Week is mandatory** and will be held in the Hermosa Beach Playhouse, 710 Pier Ave, HB, CA (corner of Pier & PCH). See calendar for tech week days and times.

### **Show Dates\***

Rising Stars – 4 performances: May 18, 19, 20 (2 pm and 7:30 pm) and May 21.

Mainstage – 5 performances: April 19, 20, 21 (2 pm and 7:30 pm) and April 22.

\*Show dates may change due to things out of our control including but not limited to; theater unavailability, unannounced city events or construction, or licensing house revoking our license due to a national tour of the same show.

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## **CONFLICTS SHEET**

- 100% attendance at all scheduled rehearsals is strongly expected.
- **The Acceptable Conflicts marked on this Conflict Calendar and turned in at registration will be the only absences accepted. A maximum of 3 for Rising Stars and 2 for Mainstage Players Acceptable Conflicts will be permitted.**
  - Examples of Acceptable Conflicts include but are not limited to graduations, weddings, funerals, school performances, performing arts competitions or currently scheduled soccer championships etc.
  - Examples of unacceptable conflicts include but are not limited to birthday parties, play dates, Disneyland excursions, or unexpected out of town guests etc.
- Any rehearsal absence, whether an Acceptable Conflict or an unexpected event (accident, sickness) may result in a performer being cut or being omitted from a scene.
- Absent cast members are responsible for finding another cast member and learning any staging, choreography, script and/or vocal changes that may have occurred during their absence.
- Performers must be at rehearsals on time. Excess tardiness and/or absences are disruptive to rehearsals and may result in losing the part your performer has been given.
- All rehearsals are closed to everyone except the staff or parent volunteers who may be working during the rehearsal process.
- Tech Week is the 5 days immediately prior to show dates and **attendance is mandatory**. Performers will be required to be at the theatre during Tech Week from 1 – 5 pm on Sunday and from 3:30 pm – 9:00 pm Monday through Wednesday (Rising Stars), and 3:30 pm – 9:30 pm (Mainstage Players) so please be prepared for this. We understand that some children attend school until 3:00 or attend school in another city. We do not expect you to pull your child out of school early; we just request that you get your child to Tech Week ASAP after school.
- Roles will not be cast until a completed Conflicts Calendar is received.

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**SPRING SCHEDULE & CONFLICT CALENDAR**  
**FEBRUARY 2012**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	JAN 30 5:30 – 9:30 PM Rising Stars Group 1 Auditions  Mandatory Parent Meeting 5 pm	JAN 31	1 Rising Stars Group 2 Auditions 4 - 6pm Parent mtg 5-6 Mainstage vocals 6 – 9 pm Parent mtg 6 - 7	2	3	4 Rising Stars Dance 9 – 11am Callbacks 11:15 – 2:30 pm Mainstage Dance 3 – 5 Callbacks 5 – 8pm
5  Rehearsal 1:00 pm	6	7	8  Rising Stars 4 – 6 pm; Mainstage 6:00 – 9 pm	9	10	11
12  Rehearsal 1:00 pm	13	14	15  Rising Stars 4 – 6 pm; Mainstage 6:00 – 9 pm	16	17	18
19  Rehearsal 1:00 pm	20	21	22  Rising Stars 4 – 6 pm; Mainstage 6:00 – 9 pm	23	24	25
26  Rehearsal 1:00 pm	27	28	29  Rising Stars 4 – 6 pm; Mainstage 6:00 – 9 pm			

**MARCH 2012**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4 <b>PAYMENT DUE</b>  Rehearsal 1:00 pm	5	6	7  Rising Stars 4 – 6 pm; Mainstage 6:00 – 9 pm	8	9	10
11  Rehearsal 1:00 pm	12	13	14  Rising Stars 4 – 6 pm; Mainstage 6:00 – 9 pm	15	16	17
18  Rehearsal 1:00 pm	19	20	21  Rising Stars 4 – 6 pm; Mainstage 6:00 – 9 pm	22	23	24
25  Rehearsal 1:00 pm	26	27	28  Rising Stars 4 – 6 pm; Mainstage 6:00 – 9 pm	29	30	31

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## APRIL 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 No rehearsal	2	3	4 No rehearsal	5	6	7
8 No rehearsal	9	10	11 Rising Stars 4 – 6 pm; Mainstage 6-9	12	13	14
15 Mainstage Tech – 1 – 5 pm  Rising Stars Rehearsal 1:00 pm	16 Tech Week Mainstage 3:30 – 9:30 pm	17 Tech Week Mainstage 3:30 – 9:30 pm	18 Tech Week Mainstage 3:30 – 9:30 pm Rising Stars 4 – 6 pm;	19 Mainstage Show 7:30 pm	20 Mainstage Show 7:30 pm	21 Mainstage Show 2 pm and 7:30 pm
22 Mainstage Show – 2 pm Rehearsal Rising Stars 1:00 pm	23	24	25 Rising Stars 4 – 6 pm;	26	27	28
29 Rising Stars Rehearsal 1:00 pm	30					

## MAY 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Rising Stars 4 – 6 pm;	3	4	5
6 Rising Stars Rehearsal 1:00 pm	7	8	9 Rising Stars 4 – 6 pm;	10	11	12
3 Rising Stars Rehearsal 1:00 pm	14 Tech Week Rising Stars 3:30 – 9:00 pm	15 Tech Week Rising Stars 3:30 – 9:00 pm	16 Tech Week Rising Stars 3:30 – 9:00 pm	17 Rising Stars Show 7:30 pm	18 Rising Stars Show 7:30 pm	19 Rising Stars show 2:00 and 7 :30 pm
20 Rising Stars Show 2:00 pm						

### FINANCIAL COMMITMENT

Putting on the high quality show that POPs is known for in our community requires a team of professional choreographers, musical directors, set designers, lighting designers, producers, media/graphics designers, and sound technicians,

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not to mention scenery, props, costumes, theater and rehearsal space. We try hard to keep costs low; nevertheless, our production requires a financial commitment by our parents. There are 4 mandatory fees: tuition, tickets, costumes and ad. Please read the commitment below, so that you and your family can make an upfront, educated decision as to whether you are able to participate in POPs at this time.

### **Tuition**

- Whether you are a new student or a returning student, if you register and pay tuition in full before January 6, 2012, the total tuition is \$595. Otherwise, whether you are a new student or a returning student, tuition is \$645 after January 6, 2012. If you withdraw from a production before auditions, you will receive a full refund. If you withdraw from a production after auditions and before the cast list is posted, POPs will retain \$100 and you will receive the remainder of all fees paid. **If you withdraw for any reason after the cast list is posted, no refund is given. No exceptions.**
- If you pay tuition in full before Jan. 6, other mandatory fees (see below- **Tickets and Ad = \$335) are due in full on March 4.** If you register after Jan. 6, you may pay tuition and mandatory fees in two installments. Payments must be paid on or before the dates listed in the Summary of Financial Commitment below – NO EXCEPTIONS. A \$15.00 late fee will be added to those who do not pay on time.

### **Tickets**

- All families are responsible for selling 20 tickets. This enables us to reach the community with the arts and helps us to continue our mission. Tickets are paid for in advance by the parents. Payment for these tickets is \$300 (20 tickets x \$15.00) and is included in the monthly fee (see below).
- Parents may get a show pass that will allow them admission for all shows for one entire weekend. **Parent passes will only be sold until March. 4** at \$45.00 per parent. Thereafter, parents must use single tickets for admission. Parents who purchase parent passes MUST STILL purchase the required 20 pre-sale tickets.
- Cast pre-purchased tickets will be distributed during rehearsal in March. An e-mail will be sent when cast tickets are ready for pickup.
- All performances have open seating. Saving seats prior to opening the theater doors on performance days will not be permitted.
- Parents are **not** required to have a ticket for admission if they are working in any of the following jobs: (1) Lobby patrol; (2) Quick change assistant or (3) Girls or Boys Dressing Room, because these parent jobs require these parents to miss either all of the show. All other jobs require parents to have a Parent pass or individual ticket for admission.

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### Costumes

- Low cost is a main priority during design and requisitioning. You will be charged a flat costume fee between \$60 - \$125 for costume rental. In addition, each cast member must provide his/her own shoes, leotard, tights and black pants if required. Costumes remain the property of POPS unless otherwise agreed by POPS at the time of acquisition.
- Costumes are provided in the dressing rooms during Tech Week. Costumes are not to be removed from the theater without the prior approval of the Costume Coordinators.
- In the event a costume is damaged due to negligence or misuse, the resulting cost to repair or replace the costume will be the responsibility of the cast member.
- It is the cast member's responsibility to keep his/her costume(s) clean for all performances. If a costume becomes soiled or badly wrinkled during Tech week or show weekends, the cast member may be asked to take his/her costume(s) home for cleaning and pressing. In these instances the costume must be ready for use by the next rehearsal or performance.
- **Costume fees are due on March 4.** Costume distribution to the cast member is dependent on costume fees being collected.

### Ads

- All cast members are responsible for purchasing one \$35 business card ad. Many times, parents will use this business card ad to congratulate their child and wish him/her luck on the performance. Other parents will solicit local businesses to purchase the ad. If parents obtain business ads, please have the business make the check payable to "POPS" and your cast member will be credited for \$35.
- Parents are encouraged to purchase larger ads. Your \$35 ad is included in the monthly fee, and you may "upgrade" your ad by paying the difference between \$35 and the ad price below:

	AD SIZE	PRICE
Business Card	2 ½" x 2 " (vertical or horizontal)	\$35
Quarter Page	2 1/2" x 4 "	\$50
Half Page	5" x 4"	\$100
Full Page / Inside	5" wide x 8" high	\$175
Inside Rear	5" wide x 8" high	\$225
Inside Front	Not for sale	
Outside Back	5" wide x 8" high	\$300

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**T - shirts**

- T-shirts with the POPS logo on front and the show logo and cast names on the back are available for purchase at a cost of \$20. **T-shirts must be paid for prior to March 4** and will be available for pickup at the end of March.
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**DVDs**

- A photo DVD of rehearsals and cast photos will be available for sale. If the rights to record show are available for licensing, a video DVD will be produced and also available for sale. The t-shirt order form will contain DVDs available for sale.
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**SUMMARY OF FINANCIAL COMMITMENT**

ITEM	Amount Per Child	Mandatory	Optional	Due Date
Total Tuition – Early Registration	\$595 – if paid in full by Jan. 6	X		
Total Tuition	\$645 – if paid after Jan 6	X		See below
Tickets (20 @ \$15/each)	\$300 per family	X		See below
Single Ad	\$35	X		See below
Costume Fees	\$60 - \$125	X		March 4
Parent Pass – only available prior to March 4	\$45 each per weekend		X	Prior to Mar. 4
Volunteer Buyout	\$200		X	At time of auditions
T-shirt	\$20		X	March 4
Additional Ads – depending on size	\$35 - \$300		X	March 15
<b>BIOS Due</b>	None	X		<b>March 1</b>
<b>Ad artwork Due</b>	None	X		<b>March 15</b>

**TWO Payment Schedule for Program Fees**

Total Tuition (\$645), Tickets (\$300) and Ad (\$35) = \$980/2

Payment Amount	Payment Due Date
\$490	At Audition
\$490	Mar 4

NOTE: Families with 2 cast members receive a 10% discount off tuition for the 2<sup>nd</sup> child. Two payments for these families is (\$645 + \$581 + \$300 + \$35 +

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\$35)/2=\$798. Families with 3 cast members receive 10% off tuition for the 2<sup>nd</sup> child and 20% off tuition for the 3<sup>rd</sup> child.

### **CASTING & PLACEMENT**

Cast members must participate in the full audition process to be cast. POPs fosters team work and firmly believes that there are no small parts. Students will be informed of what they've been cast after rehearsals have commenced as soon as possible after callbacks.

- The casting decisions made by the director(s) are based on many factors and are ultimately influenced by what will be best for the entire production. Sometimes, the child who might make the best match for a particular character will have to miss too many rehearsals, or just one KEY rehearsal and we have to decide NOT to cast that child for the part.
- **CASTING DECISIONS ARE MADE BY THE DIRECTOR (S) AND ARE FINAL. We expect all parents and students to support the casting decisions made by the director(s).**
- Parental support and encouragement is expected for each child to do the best possible job at whichever role(s) he/she is cast in.

### **CAST MEMBER BEHAVIOR EXPECTATIONS**

Teamwork is the key to success of POPs. We require commitment and cooperation from everyone involved. In order for POPs to provide a professional theatre experience to its students AND create a fun and stimulating environment within which to work, there are expectations for behavior that must be met. The following behaviors will be expected during all POPs rehearsals, productions, and events.

- ✓ Display the highest standards of respect for self and others.
- ✓ Pay attention and follow the requests of staff, parents and supervisors at all times.
- ✓ Be prepared – know your lines, choreography, staging and be off-book when required.
- ✓ No excessive talking and disruptive behavior. This is disrespectful to your instructors and fellow cast members and impedes the learning and rehearsal experience for all.
- ✓ There is no talking about other students, or whispering to each other during rehearsals. We are a team that supports each other 100%. This enables everyone to be their most creative self.
- ✓ No exploring. Do not leave the rehearsal/theatre premises without supervision. You must wait inside for your ride to pick you up.
- ✓ Clean up after yourself. We must take care of the space that we rent for rehearsals.
- ✓ Food and drinks are not allowed in the dance rooms.
- ✓ There is no eating or drinking in costume.
- ✓ You must inform your instructor of any illness or injury before rehearsals begin or if they occur during rehearsal.

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- ✓ Remember you have to give to get! Give of yourself and be kind and you will receive the same in return.

### **SUPPORT FROM PARENTS**

- ✓ Display support for your child and other cast members in the role that they have been given at all rehearsals and at all performances.
- ✓ Do not criticize other POPS cast members, teachers, staff or volunteers at any POPS rehearsal or performance. If you have a complaint, please contact the Director or Julia Mirkovich directly and discreetly.
- ✓ Help your child to abide by all the Cast Member Expectations set forth above by setting a positive example for him/her to follow, getting your child to rehearsal and tech week on time, fulfilling your financial obligations on time and fulfilling your volunteer responsibilities.

### **VOLUNTEERISM AND GETTING INVOLVED**

- POPS is a family-oriented organization and all parents, guardians, and family members are encouraged to get involved in the productions of POPS by helping with sets, supervision, costumes, props, etc. We rely on parent volunteers to make the show a high quality production and a better experience all around.
- A minimum of 5 "tasks" (see below) per cast member is required to be performed by parents, guardians, relatives or mature siblings.
- We recognize that not everyone can volunteer to perform the tasks at the times required and therefore we offer a "buy-out" option. At the first parent meeting, you may pay \$200 per cast member to buy out of your 5 task requirement. POPS will use the buyouts to hire personnel to perform the tasks.
- If you sign up for a task, and then determine that you can't fulfill your volunteer commitment, you must find a substitute (can be a relative or neighbor). You will not be able to use the buyout option after the first parent meeting.
- The electronic volunteer spreadsheet listing the "tasks" will be available for signups on the POPS website: [www.puttinonproductions.com](http://www.puttinonproductions.com) in February. An e-mail will be sent when the volunteer spreadsheet is activated and ready for signups.

### **GENERAL POLICIES**

- Parents must have made a tuition payment in order for their cast member to audition.
- Parents must notify staff regarding any special circumstances or medical requirements related to their child.
- Parents/guardians must check for adult supervision before leaving their participants at rehearsals.
- Parents/guardians must pick-up their participant at the designated time and no later.

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- No video is allowed during Tech Week without the prior approval of the director.
- No open toed-shoes are to be worn at rehearsals or the theatre venue.

I, Cast Member, have read and agree to adhere to the policies above and will comply with Cast Member Behavior Expectations. I further understand that continued disregard for any of the above may result in a call to my parents and removal from rehearsal(s) and/or the performance(s).

Cast Member/Student Name (Print): \_\_\_\_\_

Cast Member/Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EMERGENCY RELEASE**

I the undersigned, do hereby authorize representatives of Puttin' On Productions (such representatives to be employees, directors, or identified volunteers) to act on my behalf with their best judgment in any emergency requiring medical attention and I hereby waive and release Puttin' On Productions, its staff, owners, employees, directors, representatives and volunteers from any and all liability for injuries or illnesses incurred while at rehearsals at Redondo or Hermosa Schools of Dance and Music, Hermosa Beach Community Center, Vistamar School or during performances at Hermosa Beach Playhouse, Vistamar School or another theater. I have no knowledge of any physical impairment that would be affected by the above named child's participation in this program.

In addition, I, Parent/Guardian, agree to abide by the policies set forth above and will meet my volunteer and financial commitments in accordance with the due dates set forth above. I further agree that Puttin' On Productions retains the right to use for publicity and advertising purposes, any photographs, video tapes, and film or audio recordings taken at rehearsals or at the theatre. I further agree that my child's and my contact information can be circulated to other cast members and their parents.

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Send to: POPS, P.O. Box 397, Manhattan Beach, CA. 90266  
or bring to Mandatory Parent Meeting at auditions.**